



Affiliates & Conferred Academic Title Holders Card Application

Please print CLEARLY

Legal Last Name _____ Legal First Name _____

Second Name(s) _____ Title _____

Date of Birth _____ Phone _____

Departmental Address _____

Postal Address
Where you would like your card posted _____

Email Address _____

From the list below, please **tick the box** to confirm your category of appointment. Include the expiry date of your honorary appointment (*maximum period one year; renewable*).

- | | | |
|---|------------------------|-----------------------|
| <input type="checkbox"/> Emeritus Professor | Appointment expires on | _____ / _____ / _____ |
| <input type="checkbox"/> Academic Titles (Senior Executive positions) | Appointment expires on | _____ / _____ / _____ |
| <input type="checkbox"/> Adjunct Titles | Appointment expires on | _____ / _____ / _____ |
| <input type="checkbox"/> Clinical Academic Titles | Appointment expires on | _____ / _____ / _____ |
| <input type="checkbox"/> Conjoint Academic Titles | Appointment expires on | _____ / _____ / _____ |
| <input type="checkbox"/> Honorary Titles | Appointment expires on | _____ / _____ / _____ |
| <input type="checkbox"/> Visiting Titles | Appointment expires on | _____ / _____ / _____ |
| <input type="checkbox"/> Research Titles | Appointment expires on | _____ / _____ / _____ |
| <input type="checkbox"/> Administrative/Support staff | Appointment expires on | _____ / _____ / _____ |

Signature _____ Date _____

Please provide the following documentation to ensure your card application will be processed.

- Passport-sized photo (please attach)**
 - Refer to photograph guidelines for acceptable photo images (page two)
 - Clearly print your full name and sign on the back of the photo
- Proof of identity**

The following documents are acceptable as proof of your identity:

 - A valid passport
 - A current driver's licence
 - A NSW photo card

To be completed by Dean, Head of School or Department who must be a University of Sydney staff member

I certify that the details of appointment in this application are correct.

Signature _____ Name _____

Position _____

Phone _____ Date _____

TURN TO PAGE 2 FOR PHOTOGRAPH GUIDELINES

Attach a passport sized photo here. PRINT YOUR NAME AND SIGN ON THE BACK

ATTACH NAMED &
SIGNED PHOTO
HERE

NOT NECESSARY TO
ATTACH IF
APPLYING IN
PERSON

Photograph guidelines

- Photos must not be more than six months old
- 35-40mm wide and 45-50mm high
- Good quality colour on high quality paper, with no ink or marks on image
- Plain, light-colour background (eg cream, pale blue or white)
- Appropriate brightness and contrast and show your skin tones naturally
- Uniform lighting (no shadows across or behind the face), sharp focus and clear.

The photograph must

- Show head and top of shoulders close up, so that the face measures between 32mm and 36mm from the bottom of the chin to the crown (ie top of head without hair)
- Show your shoulders square on (not looking over shoulder)
- Show you looking straight at the camera (not tilted head)
- Be taken with a neutral expression and your mouth closed (not laughing or frowning)
- Show your eyes open and clearly visible (no hair in eyes).

Head coverings

- The photograph must show you without any hat or other head covering. However, if you wear a head covering for religious reasons a photograph will be accepted with you wearing this but your facial features from the bottom of chin to top of forehead and both edges of your face must be clearly shown.

A sample of photograph guidelines



CORRECT PHOTOGRAPH



Eyes closed



Photograph too dark



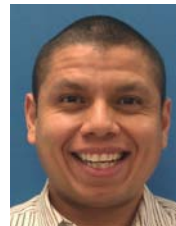
Glasses on head



Looking away from camera



Wearing a hat



Smiling too broadly



Head tilted to the side

Privacy Statement

By completing this form you are supplying the University of Sydney with personal information about yourself. The University needs this information so that it can process your application for a card. However should you not supply the information, or supply only part of it, you should be aware that your application might not be processed. You have the right to request access to and/or correct any personal information concerning you held by the University.

Routine corrections, changes and enquiries should be directed to:

Campus Card Centre, telephone: 9351 2423, email: university.cards@sydney.edu.au

Affiliates & Conferred Academic Title Holders Card Application

Your card will provide

- identification on University campuses
- access, if required, to secure areas
- borrowing privileges including document delivery and access to the University of Sydney Library's electronic resources
see <http://www.library.sydney.edu.au/borrowing>

Your card will remain valid for a maximum of one year or until the date indicated by the Dean or Head of School or Department if for a lesser amount of time. **Your card can be renewed** for a further year upon submission of a newly completed Affiliates & Conferred Academic Titles Holders Card Application
see http://www.sydney.edu.au/card_centre/applications/honorary.shtml

Please note

All Library notices are sent by **email** only, therefore it is advisable that you read your **email** on a regular basis. It remains your responsibility to check your Library record regularly to ensure that items are returned on time.

How to apply

- Complete the Card Application and have it signed by the Dean, Head of School or Department.
- Submit the form
 - **in person** to the Campus Card Centre, Level 2, Fisher Library, University of Sydney
or
 - **email** a scanned copy of the completed and signed form, a scanned copy of photo identification such as your driver's licence or passport, and a passport-sized photo to university.cards@sydney.edu.au Please allow one week for your card to be processed and sent to you.
or
 - **post** the completed and signed form, a photocopy of your driver's licence or passport and a passport-sized photo of yourself to:

Campus Card Centre
Level 2, Fisher Library F03
University of Sydney NSW 2006

Please allow one week for your card to be processed and sent to you.

Enquiries

Enquiries can be directed to the Campus Card Centre by:

- telephone 02 9351 2423
- fax 02 9351 7278
- email: university.cards@sydney.edu.au